

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: June 25, 2013

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: A resolution/ordinance to establish a Research Services Division within the Office of the Comptroller

FISCAL EFFECT:

- ☒ No Direct County Fiscal Impact
- ☐ Existing Staff Time Required
- ☒ Increase Operating Expenditures
(If checked, check one of two boxes below)
- ☒ Absorbed Within Agency's Budget
- ☐ Not Absorbed Within Agency's Budget
- ☐ Decrease Operating Expenditures
- ☐ Increase Operating Revenues
- ☐ Decrease Operating Revenues
- ☐ Increase Capital Expenditures
- ☐ Decrease Capital Expenditures
- ☐ Increase Capital Revenues
- ☐ Decrease Capital Revenues
- ☐ Use of contingent funds

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
Capital Improvement Budget	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

Approval of this resolution will create, pursuant to State Statute 59.52(32), a Research Division within the Office of the Comptroller to provide independent research services to the County Executive and County Board effective August 18, 2013. This resolution also creates four positions as follows:

<u>Title*</u>	<u>Pay Range*</u>	<u># of Positions</u>	
Create:	Research and Policy Director	38M	1
	Research and Policy Analyst	33M	3

The pay ranges of the proposed positions are the same pay ranges of research positions currently authorized in the County Board budget (Org. 1000). The Research and Policy Analyst positions are created in pay range 33M, but have the ability to be under filled (and budgeted) in pay ranges 18M, 23M, 27M or 30M (\$38,881 to \$79,811) to create a career ladder per File No. 04-517 adopted 12/16/04.

State Statute 59.52(32) requires that the Comptroller hire and supervise the employees of the Research Division.

This fiscal note assumes a \$0 fiscal impact because the cost of any of the positions that are created in the Office of the Comptroller (Org. 3700) and filled in 2013 will either be crosscharged to the County Board budget (Org. 1000) or monies reallocated from the County Board to the Comptroller via an appropriation transfer after the start of the fourth quarter of

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

2013. The County Board has seven (7) authorized and funded positions in the Research Services section of the County Board and, at the time of this fiscal note was prepared, only three positions are filled. There are surplus appropriations contained within the County Board budget to cover the costs of any new positions that are filled in 2013 due to unexpended salary appropriations for research services staff.

The cost of the four positions for the remainder of the year (seven pay periods or 560 hours) for salary and fringe benefits ranges from \$108,617 to \$126,904 depending on which step in the pay range the positions are hired. Again, this assumes that all four positions are hired and filled on August 18, 2013, and remain filled for the rest of the year, which is unlikely to occur. The cost estimate range also assumes appointment in pay range 38M for the Research and Policy Director and 33M for the three Research and Policy Analyst positions. The Analyst positions are part of a career ladder that permits the position to be under filled in either pay range 18M, 21M or 27M. If that occurs, the fiscal estimates above would be reduced commensurate to the pay range of the appointment.

Using the same assumptions for 2014, the full year cost for salary and fringe benefits ranges from \$403,435 to \$471,358 depending on which step in the pay range the positions are hired. On a countywide basis, it is expected that the additional cost to establish the research positions within the Office of the Comptroller will be offset with savings in the County Board budget for research services for no net tax levy impact.

This fiscal note assumes active health/life insurance costs of \$567.12 per pay period and pension costs of 13.57% of salaries per pay period for the remaining seven pay periods (560 hours) from the date the positions are created (August 18, 2013) through the end of the year. These same amounts were used in calculating the impact for 2014.

Department/Prepared By Stephen J. Cady, Fiscal and Budget Analyst, County Board

Authorized Signature



Did DAS-Fiscal Staff Review? ☐ Yes ☒ No

Did CDBP Review?² ☐ Yes ☐ No ☒ Not Required